



# Cashier's Guide

West Virginia Department of Health and Human Resources

WIC Approved Food List



Effective October 2009

# WIC Cashier Responsibilities

## ACCEPTING WIC VOUCHERS

- Ask for the WIC ID folder and keep it until the end of the sale. Do not allow a sale if the WIC ID folder is unsigned or not presented. Refer customers back to their local WIC clinic if there are problems with their WIC ID folders.
- Check the WIC voucher for valid dates.
- Handle each WIC voucher as a separate transaction.
- Refer to the West Virginia WIC approved Shopping Guide if unsure an item being purchased is WV WIC approved. Do not rely on your scanner.
- Enter the purchase price, in dollars and cents, on the WIC voucher.
- Have the customer sign the WIC voucher and compare signatures with the WIC ID folder (do not ask for any other form of ID).
- Return the WIC ID folder to the customer.
- Date of sale is required – either entered by the register or by writing on the front or back of the WIC voucher.
- Always offer your West Virginia WIC customers their receipts. The receipt must identify the transaction as a WIC transaction.

## A STORE MUST:

- Refuse a WIC voucher if no WIC ID folder is available.
- Refuse a WIC voucher if it is altered in any way.
- Refuse a WIC voucher if dates are invalid.
- Refuse to substitute items not on the WV WIC approved Shopping Guide.
- Allow manufacturers coupons/store discount cards.
- Allow buy one get one free items.
- Never issue rain checks or credits.

## Checkout Tips

Lactose Reduced and Lactose Free milk can only be purchased in half gallon sized containers unless a different size is specified on the voucher.

Lactose Reduced and Lactose Free milk is subject to the least expensive brand of milk policy.

### Weights: What's helpful to know

Ounces = oz.

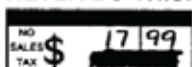
Pound = lb.

16 ounces = 1 pound

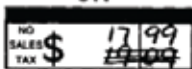
\*\*To correctly change a pricing error:

Use only ONE LINE through the incorrect price and enter correct price above it.

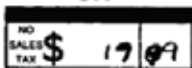
#### NEVER DO THIS:



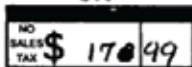
OR



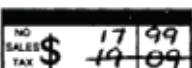
OR



OR



#### ONLY CHANGE PRICE THIS WAY



While we try to keep the West Virginia WIC approved Shopping Guide up to date, sometimes changes occur. The WIC voucher is ALWAYS correct. What is printed on the WIC voucher is what the participant can buy.

## Canned Fish



- Participants to choose chunk light tuna and/or pink salmon only
- 30 ounces total
- Combination to add up to 30 ounces in 5 ounce cans ONLY

DOES NOT INCLUDE: Organic; fish with added flavorings, spices or ingredients other than salt, oil or water.

5 oz. cans



= 30 oz.

## EGGS



- Any grade of large white chicken eggs packaged by the dozen **ONLY**.

**DOES NOT INCLUDE:** Organic, reduced cholesterol or reduced saturated fat eggs; eggs fortified/enriched with Vitamin E, DHA or Omega 3; brown eggs.

## PEANUT BUTTER

(only for children over 2 years old)  
18oz. Jars **ONLY**.



Any brands including:

- low sugar or low-sodium
- any style including plain, smooth, crunchy or extra crunchy, and chunky styles

**DOES NOT INCLUDE:** Combinations including those with jelly, honey, chocolate, marshmallow or flavors added; reduced fat or peanut spreads; organic peanut butters.

## BEANS

### Dried Beans

- Any type plain dried bean, lentil or pea in a 16 oz. bag **ONLY**.



### Canned Beans

- 16 oz. can **ONLY** any brand of the following beans: black beans, great northern beans, kidney beans, navy beans and/or pinto beans.



**DOES NOT INCLUDE:** organics; added sugars, fats, oils or meats, or seasoned beans.



## MILK

- Least expensive brand only.
- Size of container as listed on voucher.
- Purchase fat content and type listed on voucher.
- Participants may NOT purchase two half gallons of milk to equal one gallon.

### Includes:

- Whole, reduced fat (2%), Low fat (1%), Fat free/Skim, Super Skim/Ultra Skim, Lactose free & Chocolate.
- Nonfat dry milk as specified.
- 8th Continent Regular Soy milk Original ONLY.

DOES NOT INCLUDE: Cultured milk (i.e. buttermilk, kefir, acidophilus); evaporated or sweetened condensed milk; organic milk. (Participants may NOT purchase two half gallons of milk to equal one gallon.)



## CHEESE

- 16 ounce packages ONLY.
- 100% cheese ONLY.
- Sliced, shredded or block form.
- Monterey Jack, Colby, natural Cheddar, part-skim or whole Mozzarella, pasteurized processed American, or blends of any of these cheeses.
- Low fat; reduced fat; fat free; low cholesterol; low sodium; calcium fortified; vitamin D fortified; and lactose-reduced cheese.

**DOES NOT INCLUDE:** Cheese food, cheese product, imitation cheese, cream cheese or cheese spread; cheese with added herbs, spices, seasonings or flavorings (wine or smoked); deli or imported cheese; individually packaged slices, cubes, crumbles or string cheese; organic.



## INFANT FORMULA

- Formula must be the brand, form and size written on the voucher only.

**DOES NOT INCLUDE:** Any other standard milk-based or standard soy-based infant formulas; low-iron infant formula.

*At 6 months of age your infant will begin receiving baby foods, so formula amounts will be adjusted.*



## INFANT CEREAL

- Must be in 8oz. boxes only. Must be the brand written on the voucher only.

**DOES NOT INCLUDE:** Glass or plastic jars, organic, cereal with added fruit or formula.





## INFANT FRUITS

- Single ingredient or combinations of single ingredient (e.g., apple-banana) fruit without added sugars, starches, or salt (i.e., sodium).
- Purchase the brand and size specified on the voucher.

**DOES NOT INCLUDE:** Mixtures with cereal or infant food dinners, puddings, desserts (e.g., peach cobbler) or “delights”; organic infant fruits; commercial varieties containing DHA or ARA; infant fruits with added sugars, starches or sodium; infant fruits with yogurt; fresh fruits as substitute for commercial infant food; Gerber Graduates fruit dices, fruit puffs, yogurt melts, wagon wheels, fruit and cereal bars, mini fruits, fruit strips or fruit twists; Beech Nut Let’s Grow yogurt nibbles; Heinz toddler foods.

## INFANT VEGETABLES

- Single ingredient or combinations of single ingredient (e.g., peas and carrots) vegetables without added sugars, starches, or salt (i.e. sodium).
- Purchase the brand and size specified on the voucher.

**DOES NOT INCLUDE:** Organic infant vegetables; infant food dinners; infant vegetables with added sugars, starches or sodium; commercial varieties containing DHA or ARA; fresh vegetables as substitute for commercial infant food; Gerber Graduates vegetable dices, veggie puffs or wagon wheels; Heinz toddler foods.

## For Fully Breastfeeding Infants

## INFANT MEATS

- Infant food meat or poultry, as a single major ingredient, with added broth or gravy without added sugars or salt (i.e., sodium).
- Purchase the brand and size specified on the voucher.

**DOES NOT INCLUDE:** Infant food combinations (e.g., meat and vegetables) or dinners (e.g., spaghetti and meatballs); organic meats; commercial varieties containing DHA or ARA; infant meats with added sugars, starches or sodium; chicken sticks, turkey sticks or meat sticks; Gerber Graduates Lil’ Meals, Lil’ Sides, Lil’ Entrees or Pasta Pick-ups; Beech Nut Tummy Trays or Mini-meals; Heinz toddler foods; Nature’s Goodness Toddler Cuisine.

## VEGETABLES

- Any variety of fresh whole or cut vegetables, sweet potatoes or yams without added sugars, sodium, flavoring, dressing, fat or oil.
- Participant may pay additional cost over the maximum amount of the cash value voucher including any tax, with cash, check, SNAP (food stamp card), credit or debit card.
- If participant spends less than the voucher's maximum amount, no cash or credit will be given.
- Two or more cash value vouchers may not be combined. Each voucher is a separate transaction.

**DOES NOT INCLUDE:** White, yellow, purple or red potatoes; any variety of canned, frozen or dried vegetables; herbs or spices; soups; ornamental vegetables such as chilies on a string, gourds or edible blossoms.





## FRUITS

- Any variety of fresh whole or cut fruit without added sugars, flavoring, dressing, fat or oil.
- Participant may pay additional cost over the maximum amount of the cash value voucher including any tax, with cash, check, SNAP (food stamp card), credit or debit card.
- If participant spends less than the voucher's maximum amount, no cash or credit will be given.
- Two or more cash value vouchers may not be combined. Each voucher is a separate transaction.

**DOES NOT INCLUDE:** Any variety of canned, frozen or dried fruit; ornamental fruits such as painted pumpkins or edible blossoms.



### **BRIGHT IDEA!**

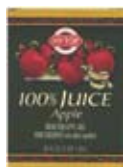
Choose whole fruits and vegetables over pre-cut and pre-chopped. You will get more fruits and vegetables by choosing whole since pre-cut and pre-chopped are more expensive. Slice fruits and vegetables ahead of time and store them in the refrigerator in an air-tight container.

## JUICES

- Pasteurized 100% unsweetened fruit juice or vegetable juice.
- 12 ounce frozen, 64 ounce shelf stable cans or plastic bottles, or 64 ounce refrigerated cartons.
- If juice is not listed, it is not allowed.

### 64 oz cans, bottles, or cartons

#### Apple



#### Our Family



Grape - White, purple, or red



Our Family

Grapefruit, Orange - Any brand



Tomato

Campbell's  
Regular or  
low sodium



Vegetable Juice

V8



## 12oz. frozen

Apple



Grape - White, purple, or red



Grapefruit, Orange, Pineapple - Any brand



## WHOLE GRAIN BREADS

- Whole wheat and whole grain breads.
- One pound (16 oz.) packages only.

**DOES NOT INCLUDE:** Breads that do not have whole grain as the primary ingredient; white-wheat breads; organic breads; whole grain or multi grain breads from the bakery/deli counter; brown, basmati, wild, wehani or jasmine rice; bulgar (cracked wheat); oatmeal, whole grain barley, soft corn or whole wheat tortillas; granola or other whole unprocessed grains with added nuts, fruits, etc.; other whole grain products such as whole wheat flour, whole corn flour, pasta, rye or couscous.





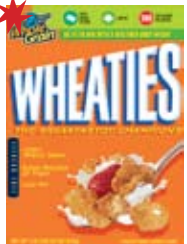
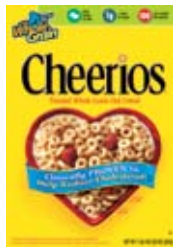


## CEREALS

- Minimum package size is 12 ounce for cold cereal.
- Minimum package size is 11 ounce for hot cereal.

DOES NOT INCLUDE: Single serving boxes or packets except Quaker Instant Oatmeal; organic cereals

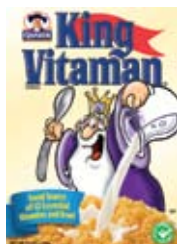
### WHOLE GRAIN CEREALS



★ = Cereals rich in folic acid



## OTHER CEREALS



## Examples of Cereal Combinations

$$\begin{array}{|c|} \hline \text{Cereal} \\ 12 \text{ oz.} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Cereal} \\ 12 \text{ oz.} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Cereal} \\ 12 \text{ oz.} \\ \hline \end{array} = 36 \text{ oz.}$$

$$\begin{array}{|c|} \hline \text{Cereal} \\ 17.3 \text{ oz.} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Cereal} \\ 14.8 \text{ oz.} \\ \hline \end{array} = 32.1 \text{ oz.}$$

$$\begin{array}{|c|} \hline \text{Cereal} \\ 24 \text{ oz.} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Cereal} \\ 12 \text{ oz.} \\ \hline \end{array} = 36 \text{ oz.}$$

$$\begin{array}{|c|} \hline \text{Cereal} \\ 20 \text{ oz.} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{Cereal} \\ 16 \text{ oz.} \\ \hline \end{array} = 36 \text{ oz.}$$

## ACCEPTING CASH VALUE VOUCHERS (CVV)

Note: Items in red indicate the differences between a standard voucher and a CVV.

- Ask for the WIC ID folder and keep it until the end of the sale. Do not allow a sale if the WIC ID folder is unsigned or not presented. Refer customers back to their local WIC clinic if there are problems with their WIC ID folders.
- Check the WIC cash value voucher for valid dates.
- Handle each WIC cash value voucher as a separate transaction. WIC customers may not use multiple CVV's towards a single purchase.
- Verify the customer's selection of fruits and vegetables. Use the West Virginia WIC approved Shopping Guide for reference.
- Enter the purchase price, in dollars and cents, on the CVV up to the printed face value. If the customer does not spend the full amount, you will not give any cash back.
- The customer is responsible for any amount over the maximum face value of the CVV, including tax. They may pay the overage with cash, check, SNAP food stamp card, credit or debit card. This is the exception to the rule of not charging tax on WIC items.
- Have the customer sign the WIC cash value voucher and compare signatures with the WIC ID folder (do not ask for any other form of ID).
- Return the WIC ID folder to the customer.
- Date of sale is required – either entered by the register or by writing on the front or back of the WIC cash value voucher.
- Always offer your West Virginia WIC customers their receipts. The receipt must identify the transaction as a WIC transaction.

DO NOT ACCEPT THIS DRAFT UNLESS YOU ARE AN AUTHORIZED WEST VIRGINIA WIC PROGRAM VENDOR

Draft Number	Last	PAYEE NAME	First	M.I.	AGENCY	WIC ID	PR	CND	DRAFT TYPE
1007140	DOE	JANIE			09531	G53100070-1	1	B	1350
<b>WEST VIRGINIA WIC PROGRAM</b> <b>ALL FOOD MUST BE WEST VIRGINIA WIC APPROVED</b> <b>Redeem for these Items and Quantities only:</b>				<b>1007140</b> <b>1007140</b>		<b>FIRST DATE TO SPEND</b> <b>06/08/2009</b>			
QTY	DESCRIPTION (NO SUBSTITUTIONS ALLOWED)								
001	\$10.00 Fresh Fruits or Vegetables								
000	*** If under \$10.00, Exact price must be written on voucher ***								
000	***** If over \$10.00, Client may pay the difference *****								
000	***** PRICE ON VOUCHER NOT TO EXCEED \$10.00 *****								
000									
000									
<b>IMPROPER USE OF THIS DRAFT SUBJECT TO FEDERAL - STATE PROSECUTION</b> <small>PRINTED THROUGH MoneyGram® SECURITY 2011 BANK OF AMERICA (AMT) 10/10/11</small>				<b>NON-NEGOTIABLE</b> <small>PARTICIPANT/PREY SIGNATURE (SIGN ONLY AFTER PRICE IS ENTERED)</small>		<b>Vendor Stamp:</b> <b>MP</b>			
				<b>75-1248</b> <b>919</b> <b>ACCT # 508418</b>		<b>NO SALES TAX</b> <b>\$</b>		<b>VENDOR DEPOSIT WITHIN 60 DAYS OF FIRST DATE TO SPEND</b> <b>INTEREST WILL BE DEDUCT WITHOUT LIABILITY</b> <b>WE WILL AUTOMATICALLY VOID THIS DRAFT</b>	
				<b>LAST DATE TO SPEND</b> <b>07/07/2009</b>					



350 Capitol Street, Room 519  
Charleston, WV 25301-3715  
Phone: 304-558-1115  
<http://ons.wvdhhr.org>

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